

23 July 1974

MEMORANDUM FOR: See Distribution

SUBJECT : Requisition of Low-Cost, Common Items From
Small Purchases Branch

25X1C4a
25X1C4a
25X1A6a

1. Effective 15 August 1974 the Office of Logistics will activate the Small Purchases Branch (SPB) [REDACTED] The SPB will be located at the [REDACTED] and will have complete responsibility for procurement of items, preparing shipments for local deliveries or overseas shipments (normally parcel post or pouch), payments, and accountings applicable to the requests it will handle. The basic function of the SPB will be procurement of common items having a unit cost of \$200 or less with a further limitation of \$2,500 per line item or order to a single vendor. Purchases will be handled under an imprest fund [REDACTED] 25X1A Procurement Allotment/Property Requisitioning Authority (PPA/PRA) and Financial Property Accountability (FPA) systems.

2. The SPB will not handle or otherwise accept requests for:

- a. Materiel presently available in Agency stocks.
- b. Items peculiar to the Agency.
- c. Items listed in [REDACTED] 25X1A
- d. Drugs or medicines.

25X1A

[REDACTED]

f. Spare parts for generators and specialized serialized equipment.

g. Items requiring technical office research or test and inspection.

25X1C4a

[REDACTED]

~~CONFIDENTIAL~~ E2 IMPDET CL BY 1145

OL 4-2798

CONFIDENTIAL

Approved For Release 2000/08/08 : CIA-RDP85-00988R000400020015-1
SUBJECT: Requisition of Low-Cost, Common Items From Small
Purchases Branch

i. Items requiring more than 30 days to complete action from receipt of the request to shipment.

j. Accommodation or reimbursable procurements.

3. Customer requests may be submitted to SPB on a single sheet, reproduced copy of the Form 88 (preferred), by memorandum, letter, dispatch, or cable. Requests for SPB procurement can be directly forwarded by:

a. Regular mail and courier service to Small Purchases Branch, [REDACTED].

25X1A6a

25X1C4a

c. By dispatch or cable through use of [REDACTED] indicator. 25X1A2d2

4. Requests for materiel levied on SPB must contain the following:

- a. Complete description of the item required.
- b. Citation of a financial account number (FAN).
- c. Citation of a document control number (DCN).
- d. Authentication by approving officer.
- e. Stamped or annotated legend "FOR SPB-NON FPA."
- f. Delivery or shipping address.
- g. Certification of funds availability.

5. For each delivery or shipment, SPB will insert in the number one delivery or shipping container one copy of the appropriate document identifying the transaction which will be stamped "NON FPA" and which will be annotated with the customer's DCN and FAN.

CONFIDENTIAL

SUBJECT: Requisition of Low-Cost, Common Items From Small
Purchases Branch

25X1A 6. The SPB will operate under an imprest fund. Accountings submitted to the Office of Finance (OF) will have a certification by the OL Approving Officer that this imprest fund is within the scope of [REDACTED] and will identify each purchase by customer-cited FAN and DCN. In entering the transaction to the Cash Journal, SPB will cite the DCN in the description column. OF will use "888888" as the obligation reference number and will use Code 3 for recording all expenditures which will obviate the need for budget officers to record these obligations separately and individually.

7. In case of any question on the propriety of levying a request on SPB, please call extension 4904 or 4906. In the event SPB receives a Headquarters- or field-originated request for materiel it cannot procure or otherwise service, it will notify the Headquarters customer component concerned that the request or line item(s) has (have) been cancelled. The Operating Component will then be responsible for initiation of a requisition (Form 88) through normal channels to the Supply Division, Central Control and Distribution Branch, for the cancelled item(s), citing PRA in lieu of funds.

8. It should be noted that the Small Purchases Branch efforts are intended to supplement, not replace, the station "self help" program established by the recent change to [REDACTED] 25X1A and (f).

[REDACTED]
FOIAb3b

Michael J. Malanick
Director of Logistics

cc: DD/I
DD/O
DD/M&S
DD/S&T

Distribution:

- Orig - OL Official
- 1 - Ea. Adse. (list attached)
- 1 - OL/P&PS
- 1 - OL/SD
- 1 - OL/PD
- 1 - OL/SD/CD
- 1 - OL/B&FB
- 1 - OL/LSD
- 1 - D/L Chrono

OL/P&PS: [REDACTED] :jw/3357

25X1A9a

CONFIDENTIAL

Approved For Release 2000/08/08 : CIA-RDP85-00988R000400020015-1
Subject: Request for Release of Low Cost, Common Items From Small
Purchases Branch

DISTRIBUTION:

DD/I

Chief, Administrative Staff, CRS

Chief, Administrative Staff, [REDACTED]

DD/O

Chief, Information Services Group

Chief, Operations Staff

Chief, Administrative Staff, DCD

Chief, Support Staff, [REDACTED]

Chief, Support Staff, EA

Chief, Support Staff, EUR

Chief, Support Staff, NE&SA

Chief, Support Staff, WH

DD/M&S

Chief, Administrative Staff, OJCS

Chief, Communications Services, OC

Chief, Services and Registration Staff, OTR

Chief, Plans, Programs, and Administration Division, OS

Special Support Assistant to the DD/M&S

DD/S&T

Chief, Support Staff, NPIC

Chief, Support Division, OEL

Chief, Support Staff, ORD

Executive Officer, OSA

Chief, Support Staff, OTS

Chief, Administrative Staff, SPS

Administrative Officer, OWI

Executive Officer, OSI

CONFIDENTIAL